

## **POLICE SERGEANT**

(Promotional Class)

### **DISTINGUISHING FEATURES OF THIS CLASS**

This class comprises the first supervisory level of line positions in the department. Employees of this class are responsible for the direction and supervision of Police Officers. Supervision is exercised over Police Officers through inspections and the assignment of duties in accordance with general instructions received from officers of higher rank. Employees of this class work independently in most areas, but receive specific instructions on special projects from superior officers. This class ranks directly below that of Police Lieutenant.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Supervises assigned functions of the department and participates in developing procedures to accomplish aims of the section being supervised. Deploys available man-power in a manner that most effectively provides the required services while minimizing expense. Monitors any local conditions which may create situations the department may be called upon to handle. Investigates accidents involving department equipment or personnel, determines the cause, and makes recommendations on procedure to avoid future accidents. Participates in an internal affairs review process to investigate any violations of the code of conduct for department members. Assists in the preparation of the departmental operating budget by helping prepare expenditure estimates.

Supervises subordinate police department employees. Inspects the appearance of subordinate personnel. Reviews work to be done and delegates assignments to subordinates for the effective operation of the department. Holds meetings with subordinates for the purpose of receiving reports and giving out information, or discussing work problems. Reviews reports written by subordinates in order to determine if jobs were completed effectively and in accordance with departmental procedures. Evaluates the work of subordinates and writes employee evaluation reports. Provides on-the-job training for department members, including providing assistance in technical areas of work. Serves as an instructor for formal classroom training provided as a part of the department's training program.

Maintains discipline.

Supervises the preparation and maintenance of records and reports by reviewing those completed by subordinates. Completes any forms or records required by the department. Prepares records and reports by compiling and analyzing data necessary to document the activity of the assigned shift or division. Writes letters in answer to written or oral requests or as needed to handle problems of the police service.

Promotes a positive public image of the work of the department in the daily performance of duties and through contact with the public. Serves as an official department representative at any meetings assigned. Answers inquiries or handles complaints from the public about the operation of the police department or any related areas of law enforcement operations.

Supervises and performs general care and maintenance of departmental equipment, vehicles, stations and grounds.

Performs and oversees assigned law enforcement functions of the department, which may include patrol, traffic control and accident investigation, criminal investigation, juvenile procedures, and special operations.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must be a regular and permanent employee in the class of Police Officer immediately preceding the closing date for application to the board.

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	07-01-76
	06-06-91
	10-19-94
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